

Current as of: 22-Apr-04

GOODFELLOW NCO ACADEMY FY 04 STUDENT INFORMATION HANDBOOK



Commandant
CMSgt James C. Johnson





DEPARTMENT OF THE AIR FORCE
GOODFELLOW NONCOMMISSIONED OFFICER ACADEMY (AETC)

22-Apr-04

MEMORANDUM FOR STUDENT

FROM: Goodfellow NCO Academy/COR
221 Texan Street
Goodfellow AFB TX 76908-3402

SUBJECT: Goodfellow NCO Academy Information Package

1. The enclosed package contains information pertaining to all aspects of the Goodfellow AFB Noncommissioned Officer Academy (GNCOA). This includes the Commandant's smoking policy. You can obtain this information via electronic mail; please send requests to gncoa.css@goodfellow.af.mil.
2. The GNCOA is a demanding course; long academic days, physical conditioning, inspections, drill and ceremonies and student activities necessitate each student be physically and mentally prepared. In accordance with HQ AF/DPLEE message, effective 5 Dec 03, "Air Force enlisted members with temporary medical conditions restricting active and full participation in physical performance requirements are ineligible to resident EPME schools." Coordinate AF Form 422 with MAJCOM/FOA/DRU/EPME Managers and the NCO Academy Commandant before assigning a training line number.
3. The College for Enlisted Professional Military Education maintains accreditation through the Community College of the Air Force and the Southern Association of Colleges and Schools; therefore, Goodfellow NCO Academy graduates earn eleven college credits upon completing this course.
4. Note, the GNCOA is not funded to provide academic supplies; e.g., note paper, pencils, pens, notebooks, etc. Please bring these items with you or be prepared to purchase them upon arrival.
5. Please direct any questions, comments or concerns to DSN 477-3589 or via e-mail using the address in paragraph 1.

//SIGNED//

Director of Resources/First Sergeant

Attachments:

1. FY04 Class Schedule Letter
2. Student Information Handbook



DEPARTMENT OF THE AIR FORCE
GOODFELLOW NONCOMMISSIONED OFFICER ACADEMY (AETC)

2 Dec 03

MEMORANDUM FOR CEPME/CSS

FROM: Goodfellow NCO Academy/COR
221 Texan Street
Goodfellow AFB TX 76908-3402

SUBJECT: FY04 Class Schedule

1. Listed below is the class schedule for fiscal year 2004. This is intended for your planning purposes.

CLASS NUMBER	ARRIVAL DATE	START DATE	DEPARTURE DATE	HOLIDAYS DURING CLASS
04-1	5 Nov 03	6 Nov 03	19 Dec 03	10,27,28 Nov
04-2	4 Jan 04	5 Jan 04	13 Feb 04	19 Jan
04-3	23 Feb 04	24 Feb 04	2 Apr 04	N/A
04-4	12 Apr 04	13 Apr 04	21 May 04	N/A
04-5	6 Jun 04	7 Jun 04	16 Jul 04	5 Jul
04-6	1 Aug 04	2 Aug 04	10 Sep 04	6 Sep
04-7	19 Sep 04	20 Sep 04	29 Oct 04	11 Oct
05-1	3 Nov 04	4 Nov 04	17 Dec 04	11, 25, 26 Nov

2. Should any questions or concerns arise, please contact us at DSN 477-3585 or 3589, Commercial (325) 654-3585/3589, FAX 3584. You can also email: gncoa.css@goodfellow.af.mil.

//SIGNED//

Director of Resources/First Sergeant



DEPARTMENT OF THE AIR FORCE
GOODFELLOW NONCOMMISSIONED OFFICER ACADEMY (AETC)

2 Dec 03

MEMORANDUM FOR GOODFELLOW NCO ACADEMY STUDENTS

FROM: Goodfellow NCO Academy/CO
221 Texan Street
Goodfellow AFB TX 76908-3402

SUBJECT: GNCOA Student Handbook

1. Congratulations on your selection to attend the Goodfellow NCO Academy. Your Military Personnel Flight Formal Training Section will give you specific class reporting instructions. Professional Military Education (PME) is essential to a successful career. Completion of our demanding course of Leadership, Communicative Skills, and Profession of Arms will undoubtedly strengthen your professional military stature.
2. Upon arrival at Goodfellow AFB, report to the Angelo Inn, Bldg 3305 (eastside of Kearney Boulevard). The lodging office is open 24 hours, 7 days a week. Lodging will provide you a welcome package. **Ensure you read it fully and bring the contents with you to in-processing. On in-processing day, you must report to the NCO Academy (Bldg 901) auditorium NET 0545 and NLT 0600. The uniform for in-processing is any service uniform with tie/tab and ribbons. NO BDUs.** In addition to the welcome package, bring copies of your TDY orders (Formal Training letter for Goodfellow students) and your Information Assurance training certificate of completion.
3. This is an in-resident course. There is no requirement for you to reside in billeting; however, you must reside in the San Angelo area. If you are permanently assigned to Goodfellow you must reside at home unless prior arrangements have been made with and approved by the Commandant. **Students may make their own lodging arrangements on-or off-base; however, on-base lodging is available and you will only be reimbursed for lodging expenses not to exceed what the government would have paid to lodge you on-base.** Dependents are not authorized to stay with you in on-base lodging.
4. A high standard of personal appearance is maintained at the Goodfellow NCO Academy. Clothing need not be new, but must be within standards as specified in accordance with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel. As a minimum, you must have those items listed at attachments 4 and 5.
5. If you have additional uniforms, bring them to assist you in maintaining the highest personal appearance standards. A limited amount of uniform items are available in the Goodfellow Military Clothing Sales Store, therefore, take all efforts to bring what you need with you.
5. The academic day is usually **10 hours** long. All scheduled activities are mandatory for all students so childcare and appointments should be planned accordingly. The academic week is Monday through Friday and allows observance of national holidays. Class periods usually lasts 45 minutes with a 15-minute break between periods. An average day might include classroom instruction/discussion, auditorium hours and

physical conditioning. Schedules are subject to change contingent on local conditions and special circumstances.

6. The Academy's primary responsibility is to make the instruction relevant and meaningful; **however, you bear the responsibility for self-development.** Several factors, most of which you control, determine how much outside studying is required. First and foremost is your attitude—how much do you want to improve. Additionally, your reading rate, study skills, and other personal factors contribute to the number of hours needed to study successfully. The GNCOA assumes you are mature, proven professionals able to determine your own study requirements and ready to devote the amount of time necessary to fulfill both GNCOA and your personal educational objectives.

7. The GNCOA concludes with a formal graduation ceremony. This is a mandatory function and the cost ranges from \$14 to \$18. Guests are cordially invited and encouraged to participate in this ceremony. There are other optional expenses you may incur while attending the academy; for example, flight T-shirt, class legacy, class photo and class mementos. These expenses should not exceed \$40-50. This information is provided for planning purposes only.

8. This handbook contains general information about the Goodfellow NCO Academy and is not inclusive of every individual situation or question. If you have a question or a situation that is not covered and you need an answer, please do not hesitate to request assistance at DSN 477-3585/Comm (325) 654-3585 or e-mail: gncoa.css@goodfellow.af.mil.

A handwritten signature in black ink, appearing to read 'James C. Johnson', with a stylized flourish at the end.

JAMES C. JOHNSON, CMSgt, USAF
Commandant

6 Attachments:

1. GNCOA Smoking Policy
2. Local Student Lodging Procurement Policy
3. Female Clothing List
4. Male Clothing List
5. Map of San Angelo
6. Map of Goodfellow AFB



DEPARTMENT OF THE AIR FORCE
GOODFELLOW NONCOMMISSIONED OFFICER ACADEMY (AETC)

2 Dec 03

MEMORANDUM FOR GNCOA STUDENTS

FROM: Goodfellow NCO Academy/CO
221 Texan Street
Goodfellow AFB TX 76908-3402

SUBJECT: Goodfellow NCO Academy Policy Concerning Smoking and Tobacco Use

1. Goodfellow NCO Academy, in accordance with AFI 40-102, CEPMEI 40-101 and Goodfellow AFB, has incorporated the following guidelines concerning smoking and tobacco use. Nonsmoking is the Air Force norm; furthermore, the Air Force discourages the use of all tobacco products. Smoking or smokeless tobacco is not permitted inside any building belonging to the Goodfellow NCO Academy or around the Academy campus. Tobacco use in accession and training programs during normal duty hours, to include the lunch hour, is prohibited. Smoking is prohibited everywhere on base with the exception of designated smoking areas. This means smoking will not be allowed in any dormitory, billeting room, or while walking around the base.
2. The NCO Academy is on the forefront of the evolution; strict compliance with these guidelines will be enforced and violators are subject to administrative or disciplinary release.

A handwritten signature in blue ink, appearing to read "James C. Johnson", is positioned above the printed name.

JAMES C. JOHNSON, CMSgt, USAF
Commandant



DEPARTMENT OF THE AIR FORCE
GOODFELLOW NONCOMMISSIONED OFFICER ACADEMY (AETC)

28 Jan 04

**MEMORANDUM FOR NCO ACADEMY STUDENTS PERMANENTLY ASSIGNED TO
GOODFELLOW AFB**

FROM: GNCOA/CO

SUBJECT: Local Student Lodging Procurement Policy

1. All students whose permanent duty station (PDS) is Good fellow AFB requesting to stay in lodging must be pre-approved PRIOR to reserving and/or occupying a room. If requested, provide full justification to the GNCOA Commandant, who will in turn forward to HQ AU/FMAO for final approval. All this must be accomplished prior to the student's class start date. Once approved, then, and only then, can the student check into lodging. Approval from HQ AU is not automatic and will be given on a case-by-case basis. Local students securing lodging without this approval will be personally responsible for the entire cost of lodging as well as any action taken for failure to follow establish policy.
2. Any questions regarding this policy can be directed to DSN 477-3589 or commercial 325-654-3589.

A handwritten signature in black ink, appearing to read "James C. Johnson", is positioned above the printed name.

JAMES C. JOHNSON, CMSgt, USAF
Commandant

GOODFELLOW NCO ACADEMY
******* FEMALE CLOTHING LIST *******

The following represents the minimum uniform requirements for attending the NCO Academy.

UNIFORMS:

Service Dress
Light Blue Blouse with Long or Short Sleeves
Slacks
Skirt (only if you elect to wear the semi formal uniform to graduation banquet, per AFI 36-2903, table 2.3, line 5)
BDUs
Mess Dress or Semi-Formal (mandatory for graduation banquet only)

SHOES:

Combat Boots or Tropical Combat Boots
Low Quarters and/or Pumps
Athletic (Running/Walking Shoes)

HATS:

Flight Cap
Beret (only for career fields that wear with uniform IAW 36-2903)
Camouflage Pattern Hat (Army style only)

OTHER:

Athletic Clothing (see note 3)
White Blouse (if wearing semiformal uniform to graduation banquet)
Towels (for use during PC)
Tie/Tab (mandatory for in-processing and all service uniform inspections)
Ribbons (mandatory for in-processing and all service uniform inspections)
Badges (mandatory for in-processing and all service uniform inspections)

OPTIONAL:

Gloves
Lightweight Blue Jacket/Field Jacket
Scarf/Sweater
Raincoat or All-Weather Coat (with or without Liner)
Service Hat

NOTES:

1. Eyeglasses must conform to the provisions of AFI 36-2903. (Sunglasses, photo sensitive lenses, etc., will not be worn in formation at the GNCOA)
2. No organizational uniform items (i.e., organizational hats) may be worn, except black T-shirts with the BDUs.
3. Blue jeans, cut-offs, Bermuda shorts, etc. are not considered athletic clothing. Risque' or revealing clothing is not authorized

Attachment 3

GOODFELLOW NCO ACADEMY
******* MALE CLOTHING LIST *******

The following represents the minimum uniform requirements for attending the NCO Academy.

UNIFORMS:

Service Dress
Long or Short Sleeve Shirt
Trousers
BDUs
Mess Dress or Semi-Formal (mandatory for graduation banquet only)

SHOES:

Low Quarters
Combat Boots or Tropical Combat Boots

HATS:

Flight Cap
Beret (only for career fields that wear with uniform IAW 36-2903)
Camouflage Pattern Hat (Army style only)

OTHER:

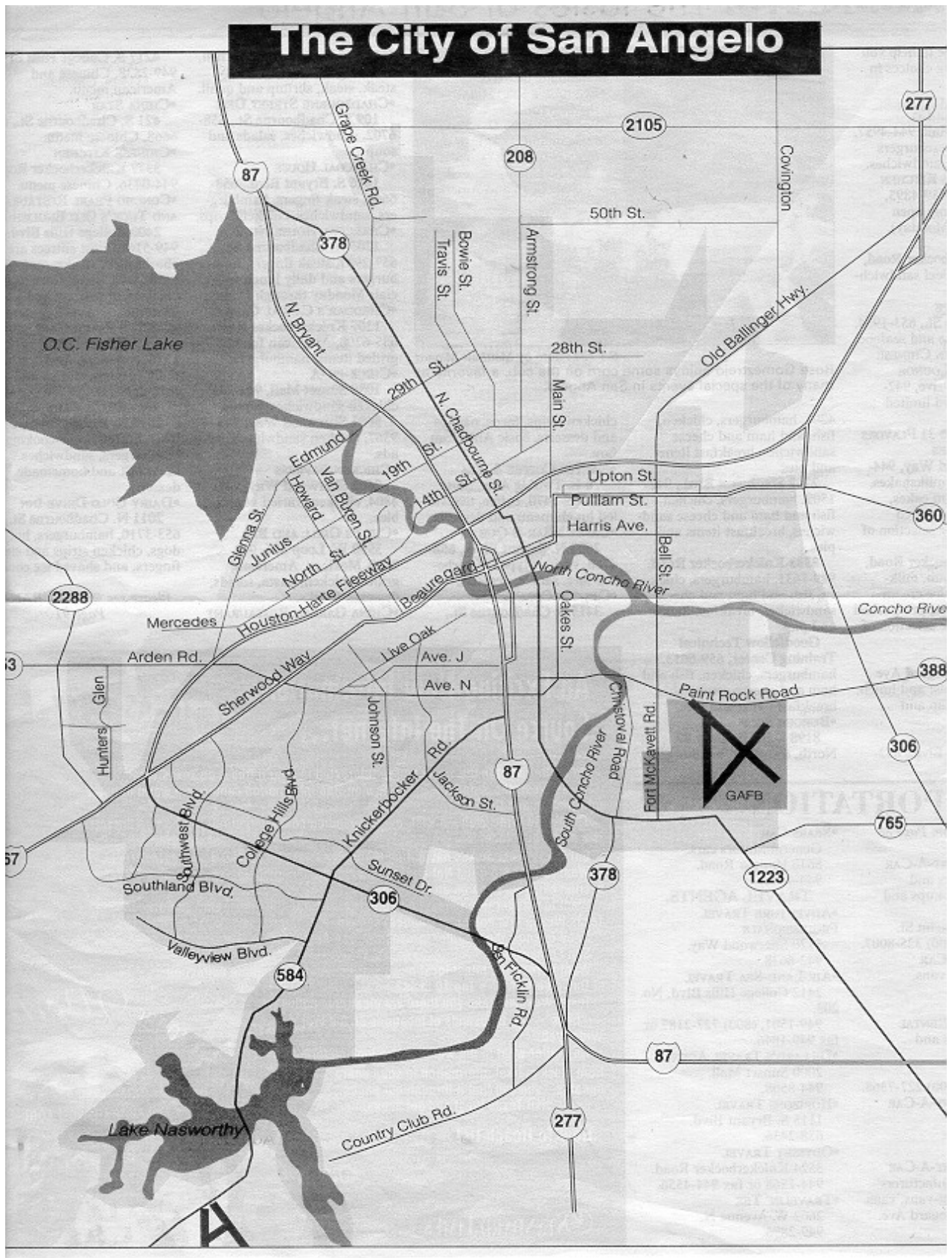
Athletic Clothing (see note 3)
White Blouse (if wearing semiformal uniform to graduation banquet)
Towels (for use during PC)
Tie/Tab (mandatory for in-processing and all service uniform inspections)
Ribbons (mandatory for in-processing and all service uniform inspections)
Badges (mandatory for in-processing and all service uniform inspections)

OPTIONAL:

Gloves
Lightweight Blue Jacket/Field Jacket
Scarf/Sweater
Raincoat or All-Weather Coat (with or without Liner)
Service Hat

NOTES:

1. Eyeglasses must conform to the provisions of AFI 36-2903. (Sunglasses, photo sensitive lenses, etc., will not be worn in formation at the GNCOA)
2. No organizational uniform items may be worn (i.e., organizational hats), except black T-shirts with the BDUs.
3. Blue jeans, cut-offs, Bermuda shorts, etc. are not considered athletic clothing. 'Risqué' or revealing clothing is not authorized



Goodfellow AFB

